

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Library Services**I. DEFINITIONS**

“Librarian” means a person available to the institution who is responsible for providing assistance in coordinating and supervising Library Services within a specific institution and shall have a Master’s Degree in Library Science, information resources, media services or related degree who assists with coordination and supervising library research.

“Legal Aide” means a person who has received training by the Office of Public Advocacy and is certified as a legal aide to assist other inmates at the same institution with legal matters.

II. POLICY and PROCEDURE

This policy establishes procedures to ensure that each institution maintains and provides access to comprehensive library services that meet the needs of the institutional staff and inmates.

A. Library Services

1. The library shall be open daily and have evening hours according to the posted schedule.
2. A circulation program shall provide suitable materials for inmate use.
3. The Librarian shall coordinate the selection, acquisition, classification, cataloging, organization and circulation of all library materials to meet education, informational and recreational needs of inmates.

B. Legal Library

As outlined in CPP 14.4, an inmate shall have access to courts and legal counsel, the institutional Law Library, a notary public, photocopying for correspondence materials, and the services of a trained inmate Legal Aide.